

## EVALUATION/SOURCE SELECTION

Required Documentation/Action	Yes	No	N/A	Comments
Are technical evaluations of cost proposals being received in a manner which permits timely incorporation into the pricing report? (FAR 15.805-3 and 15.805-4)				
Are factors such as labor hours, skill mix, types and quantities of material, computer, travel requirements, etc., being addressed adequately in technical evaluations of cost proposals? (FAR 15.805-4)				
Are technical evaluations being documented adequately to support the conclusions reached?				
Is applicable guidance and direction on evaluation of proposals and selection of offerors being followed during source selection under competitive negotiated procurements? (FAR 15.6)				
Is the composition of the evaluation team documented? (FAR 15.612)				
Is the competitive range determination fully documented? (FAR 15.609)				
Is there documentation of written or oral discussions? (FAR 15.610)				
Does the documentation support the conclusions reached?				
Were offerors notified of common cut-off-date (FAR 15.611)				
Is the selection statement fully documented? (FAR 15.612)				
Were unsuccessful offerors notified of award? (FAR 15.1002)				
Are successful and unsuccessful offerors debriefed, as appropriate? (FAR 15.1004)				
If Source Evaluation procedures are used, does acquisition comply with established policies?				
Has the responsibility of the proposed contractor been determined prior to award?				
With regard to lobbying activities, is a certification, and a disclosure form (if required), being filed with each bid or proposal in anticipation of an award exceeding \$100,000? (FAR 3.8 and 52.203-11)				
Are the offerors' representations and certifications carefully reviewed for completeness and to identify situations which require further investigation and/or resolution?				
When an offeror indicates in the representations and certifications that there may be OCI (FAR 9.5) issues, has the CO followed the required procedures to resolve these issues?				
Have cost/price professionals and contract specialists received training in performing cost/price analyses?				
Is pricing support being requested for proposals that exceed \$5 million?				
When a contract price will be based on offeror supplied cost or pricing data, are audit reports being requested for proposals in excess of \$500,000 for fixed price type contracts or \$1,000,000 for all other type contracts?				

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Have realistic lead times been established for audit support and cost/price review?				
Is the cost/price analyst being contacted for advice and input when significant or sensitive cost issues are negotiated?				
Is only the cost/price information that is necessary to establish the reasonableness of the offered price(s) being requested? (FAR 15.802)				
Is certified cost or pricing data being obtained when required? (FAR 15.804-2)				
Do cost/price analyses adequately support the recommendations made and are they being prepared in a timely manner?				
Where price reasonableness is based on cost analysis, do the price negotiation memoranda address the amount of each major cost element? (FAR 15.808(a)(7))				
Are the weighted guidelines method being utilized where appropriate?				
Are the assigned weights used in weighted guidelines being adequately explained and documented and do they appear appropriate for the products and services being acquired?				
Where weighted guidelines are not used, is the file being appropriately documented to justify the fee negotiated?				
Are the contract fee amounts being negotiated within statutory limitations? (FAR 15.903)				
Are inputs from technical, cost/price and other personnel, as appropriate, being gathered and evaluated before arriving at pre-negotiation positions? (FAR 15.805-1)				
Are both a pre-negotiation plan and a summary of negotiations being placed in the acquisition files? (FAR 15.807)				
Do negotiation records, for both contracts and modifications, contain the minimum information required in FAR 15.808?				
Is consideration given to overall business concerns such as the following? (FAR 15.808) relationship between the parties (degree of risk sharing, Government involvement, etc.); compatibility of the statement of work and the structure of the award document; potential value of any rights to patents and technical data ; need for cost sharing and identification of cost elements to be shared, when costs would be shared, and how and when costs would be invoiced; determination that a modification is in the best interest of the Government.				
Are COs approving pre-negotiation plans prior to negotiations and negotiation summaries prior to award?				
Do negotiation records support all instances of negotiated amounts exceeding negotiation objectives? (FAR 15.808)				
Are small and small/disadvantaged business subcontracting plans being negotiated into the contracts where applicable? (FAR 19.702 and 19.705)				
Are incentive arrangements being negotiated in contracts to encourage subcontracting with small and small disadvantaged businesses? (FAR 19.705-1)				
Is certified cost or pricing data being obtained when, and only when, required? (FAR 15.802 and FAR 15.804)				

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Are certificates of current cost or pricing data executed on the dates price negotiations are completed? (FAR 15.804)				
Were discussions conducted with all offerors in the competitive range? Is there evidence of discussions being held with some, but not all, of those offerors? (FAR 15.610)				
Does acquisition of goods and services meet the following objectives? (FAR 1.102(b)) satisfy the customer in terms of cost, quality, and timeliness of the delivered product or service; minimize administrative operating costs; conduct business with integrity, fairness and openness; fulfill public policy objectives.				
Do the degrees of risk being assumed by the parties seem appropriate?				
Are standard clauses being used? Are appropriate formats being used for award? (FAR 53.1)				
Have the FAR provisions at 52.223-5, Certification Regarding a Drug-Free Workplace, and 52.223-6, Drug-Free Workplace been included in all contracts? (FAR 23.5)				
Are the subcontracting plans being included in and made a part of every contract by reference or by attaching the plan to the contract? (FAR 19.705 and 52.219-9(c))				
If a master subcontracting plan has been established, is the plan current and does it contain all of the required elements? (FAR 19.704)				
Does the subcontracting plan include the six required elements? (FAR 19.704)				
Is the CO reviewing the subcontracting plan for: (FAR 19.705) inclusion of the required information, goals, and assurances; evaluation of the offeror's past performance, its make or buy policy, and subcontracting potential; advice needed by the offeror on available sources of information on potential small and small disadvantaged business concerns.				
Are SBA and OSDDBU being provided with copies of: (FAR 19.705) subcontracting plans submitted in response to formally advertised solicitations; the final negotiated subcontracting plan incorporated into a negotiated contract or contract modification.				
Are the following determinations and findings being completed when required? advance payments (FAR 32.4) waiver of cost or pricing data (FAR 15.804); contractor nonresponsibility (FAR 9.1); exercise of options (FAR 17.207)				
For awards over the simplified acquisition threshold (and any award to an individual), has a Certification Regarding a Drug-Free Workplace been obtained? (FAR 23.5)				
Are deviations from FAR, including potential fees exceeding limitations, being justified and appropriately processed? (FAR 1.4 and 15.903)				
Are compliance checks for EEO and appropriate wage determinations being performed? (FAR 22.805 and 22.1000)				

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Is the GSA Parties Excluded from Procurement and Non-Procurement Programs being checked prior to award? (FAR 9.4)				
Are actions receiving the appropriate reviews and approvals prior to award, and are the files being documented to indicate the results of the reviews?				
Were certifications by the contractor regarding procurement integrity obtained for all contracts and modifications (as defined at FAR 3.104-4(e)) in excess of \$100,000? (FAR 3.104-9)				
Do the files contain a record of all persons (either by name or by class of people, as appropriate) who have been authorized to have access to proprietary or source selection information regarding the procurement? (FAR 3.104-5(d))				
Is the Office of Congressional Affairs being notified of pending awards where appropriate?				
Are awards exceeding \$25,000 that are subject to the Trade Agreements Act or are likely to result in the award of any subcontracts being synopsized as required? (FAR 5.3)				
Are properly executed Individual Contract Action Reports (ICAR) being prepared? (FAR 4.6)				
Do official files contain all documents which present a complete historical record of the facts of the transaction? (FAR 4.8)				
Are files being assembled in an orderly and easily accessible manner?				
Are files being cross-referenced when multi-volume files are used?				
Are funds obligated to cover contract performance within current best estimates of requirements? (FAR 32.7)				
Has a certification and disclosure form (if required) regarding lobbying activities been obtained and placed in the file for each award over \$100,000? (FAR 3.804 and 52.203-11)				
Are terms being placed in contracts to provide a specific dollar limit to the Government's obligation regarding pre-contract costs? (FAR 31.109, 31.205)				
Do the contract terms limit pre-contract costs to those costs otherwise determined to be allowable under the proposed contract terms/necessary to comply with the required contract delivery and performance schedule? (FAR 31.205)				
Are pre-contract costs being approved at the appropriate level? (FAR 31.109, 31.205)				
Are the effective dates of awards on or after the date of the CO's signature?				
If issuing letter contracts: are the provisions specified in FAR 16.603 placed in letter contracts? (FAR 16.603-4) are letter contracts and other undefinitized instruments written to contain at least a preliminary basic subcontracting plan which addresses the requirements? (FAR 19.705-5) are letter contracts being approved by the required official? (FAR 16.6) are letter contracts being definitized within the 180 day period allowed? (FAR 16.603-2)				
Are unauthorized commitments (ratifications) made by personnel lacking contracting authority being properly ratified? (FAR 1.602-3)				

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Are corrective actions taken to preclude recurrence of unauthorized commitments? (FAR 1.602-3)				
Are COs responding to protests in a timely manner?				
Are the procedures set forth in FAR for handling protests being followed?				
Where proper procedures followed in pre-award protest when the decision was made to proceed to proceed with contract award prior to the issuance of a protest decision?				
When there have been protests to GAO within 10 days after award or within 5 days after a debriefing date was offered to the protestor, whichever was later, was performance suspended, or were the contracts terminated unless performance was authorized in writing by the HCA? (FAR 33.104(c))				
Are there trends in either the quantity or type of protests which would indicate problem(s) with the procedures of the activity or with the independent review function?				